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TOWN OF LUNENBURG **BOARD OF ASSESSORS** P.O. BOX 135 LUNENBURG, MA. 01462

Minutes from the Board of Assessors meeting held: July 12, 2011. The meeting opened at 6:00 pm.

Present: Regional Assessor, Harald Scheid, Board Members: Louis J. Franco, Matthew J. Papini, Sr., and Louise Paquette, Administrative Assistant. Chris Comeau was unable to attend meeting.

Board reviewed and approved current expense vouchers, abatements, warrants & minutes.

Chairman appointment: tabled until the next meeting

Louise reported that the overlay ending balance for FY11 is \$4,385.99. Abatements totaled \$119,992.49 and in FY10 it was \$ 114,078.97. Harald reviewed to the Board the meaning of recap and overlays and that the "monies" remain under the control of the Assessors to cover any pending ATM decisions on appeals that were filed.

Supplemental Bill commitment is being prepared for FY 11. Several properties (condos & apartments) owned by Emerald Place Development CO, LLC and Great Bridge Lunenburg, Inc. have been completed and have received occupancy permits. Harald explained that the supplemental biils will be prorated from the date of occupancy. Louise will prepare the bills in Munis and will be reviewed by the Tax Collector, Jeff Ugalde.

Town Hall renovations continue. The Assessor Office will be the last to renovate. Louise reported that she was able to encumber FY11 monies to be budgeted for office equipment.

Technology dept. informed the office that a "new" web-site is being created for the Town. Beth Caron plans to get together with Louise / David for instruction and direction.

Harald explained to the Board that the DOR has mandated an audit for Personal Property / Businesses. There is \$15,000. "ear-marked " for this project. The proposal for bid will need to be set up by the Selectmens' Office Harald stated that he has been handling the commercial accounts and David is close to "wrapping" up revaluations for RE. Harald stated that the DOR is expected in the office on August 22nd to begin the audit process. He estimates 4-6 weeks for completion.

Harald gave a brief tutorial on the Regional Resource website for reviewing properties. He expressed to the Board that he hopes that they become more "involved" or have a better understanding in the assessment process. Matt & Lou hope to become more familiar and appeared very receptive to this.

Louise reported that here is a Special Town Meeting on the 18th at 7pm. Article is seeking approval of the expenditures for the renovations of the DPW.

The next meeting is slated to be held on Tuesday, August 2, 2011 at 6:00pm. Lou shared that he may not be able to attend due to pressing work commitments. Louise will send out notice of meeting and agenda.

Meeting adjourned at 7:15pm.

Respectfully Submitted,

Administrative Assistant

Louise\Paquette

To The Board of Assessors